



**VJBL 2025/26
TEAM MANAGER
HANDBOOK**



Blackburn Vikings Basketball



VJBL Team Manager Handbook - What's included

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Dear VJBL Team Manager,

THANK YOU!

Firstly, thank you for volunteering to take on the role of Team Manager (TM) for your child's VJBL team for the 2025/26 season. Every team needs a TM and your willingness to volunteer your time to the team is much appreciated.

As TM you are responsible for the week to week organisation of the team. You will be required to ensure information is communicated with the team in an effective and timely manner and will also work to build and maintain a healthy team environment. You are also expected to sit on the bench with the team during games. This is a Blackburn Vikings Child Safe requirement.

If you have any queries at any point throughout the season, then please do not hesitate email Leanne at registrar@blackburnvikings.com who will direct you to the appropriate person.

We trust you will enjoy your Team Manager experience this season!

ABOUT THE VJBL

The Victorian Junior Basketball League incorporates competitions conducted state-wide and provides the highest level of junior competition in Victoria. The competition, which caters for U12 to U21 age groups is a graded structure made up of the Victorian Junior Championship (VC), Victorian Junior Championship Reserve (VCR) and Victorian Junior League (VJL).

In addition to the information in this handbook, a valuable resource is the VJBL website - <https://vjbl.com.au/>. We recommend you take the time to familiarise yourself with the site, so you are aware of what information is available to you.



CLUB CONTACTS

BVBA OFFICE STAFF

Operations Manager / Registrar	Leanne Maguire	0493 179 705	registrar@blackburnvikings.com
Uniforms Coordinator	Marilyn Maclaren	0425 889 442	uniforms@blackburnvikings.com
Child Safety Officer	Stephanie Paterson	0419 004 437	cso@blackburnvikings.com
Basketball Development Coordinator	James Tanner	0493 299 533	coaching@blackburnvikings.com

COMPLIANCE REQUIREMENTS



To ensure compliance with Child Safe Standards and Basketball Victoria requirements, please adhere to the following guidelines:

1. Working With Children Check (WWCC):

- It is a Basketball Victoria requirement that all Coaches, Assistant Coaches and Team Managers over 18 years of age obtain a Working with Children Check and a copy of this should be provided to the Club. To apply visit: <https://www.workingwithchildren.vic.gov.au/>. There is no cost to volunteers for a Working with Children Check and once complete, the check is valid for five years.

2. Member Protection Form:

- Team Managers are also required to complete a Member Protection Declaration. This paperwork will be provided to you by the Club.
- Please ensure you provide a copy of your WWCC and a completed Member Protection Declaration as soon as possible after you take on the role of TM.

3. Code of Conduct:

- Always adhere to the Code of Conduct.



For inquiries regarding the status of your compliance paperwork, please contact compliance@blackburnvikings.com



START OF SEASON CHECKLIST

Please refer to the information in the following pages for more detailed explanations of the below:

CHECKLIST	
Ensure you have contact details including an email address and phone number for all players	
Collect the team bag, including first aid kit	
Follow Blackburn Vikings Facebook page to keep up to date with communications	
Establish communication channels with team – email or WhatsApp etc	
Notify players of training times	
Notify players/families of game times	
Familiarise yourself with the VJBL Rules of Operation and save a copy to your phone	
Create a scoring roster for the season	
Set up the Teampay App and ensure all families join the team	
Check with families regarding allergies or medical conditions	
Check with coach regarding any specific team requirements	

TEAM LISTS:

Team lists will be provided by the BV office once all team members are registered – please confirm details with families including singlet numbers just in case something is amiss.



UNIFORM INFORMATION

UNIFORM FOR PLAYERS:

it is compulsory for all players to wear the correct BV Representative uniform to every game. This includes singlet, shorts and warm up top. A Blackburn Vikings hoodie is optional. A player cannot wear any non-Vikings attire once they take the court for the warm-up. Non Blackburn Vikings jumpers etc must be removed for the warm up. If a player is injured/not playing, they must be wearing Blackburn Vikings attire to sit on the bench.

Players must wear the reversible BV training singlet to training. Rep/Domestic/black basketball shorts can be worn with the singlet. Players are not to wear their playing singlet or warm up top to training.

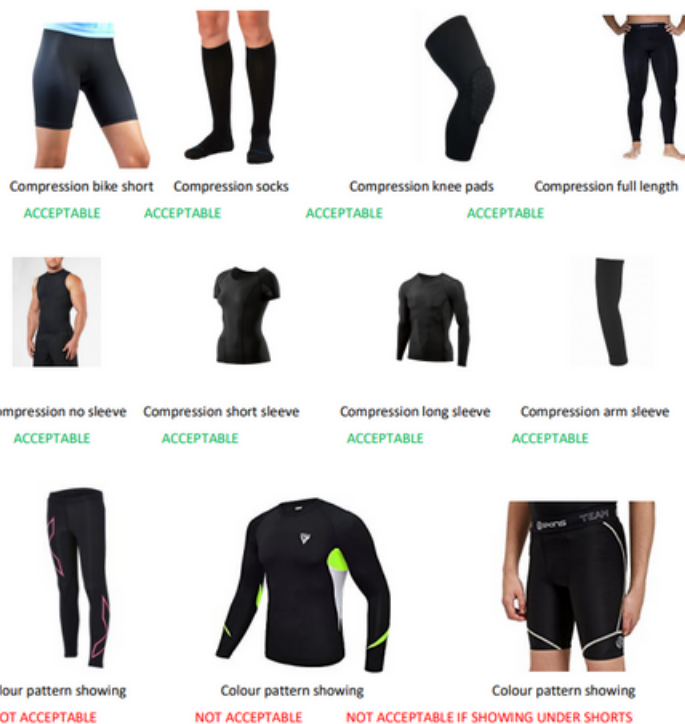
UNIFORM FOR COACHES, ASSISTANT COACHS & TEAM MANAGERS:

Blackburn Vikings polo top (provided by the Club. Please let us know if you require a polo).
Blackburn Vikings Hoodie/Jumper (available for purchase at a discounted rate).
Black or blue jeans, trousers, shorts or skirts. No thongs.

GAME DAY UNIFORM

Orange is Blackburn's playing colour. When there is a uniform colour clash, the home team must change colours. So, when we play Camberwell, Eltham, Korumburra, Melbourne Boys, Sandringham or Warrandyte at home Blackburn teams will wear black. You must wear Orange all at other times.

If players wear compression gear, this must be black. (Please note, players are not permitted to wear loose fitting t-shirts under their singlets). Please ensure your team is aware of these rules. See below image of what is acceptable and what is not.





SEASON INFORMATION:

In a usual VJBL season, games are played for about 40 weeks of the year commencing approximately mid November and going through to September the following year.

There are two phases of competition played throughout the year as follows:

Grading Phase One (mid November to December) & Two (January/February)

These two different phases decide where the teams will play throughout the main season.

Championship Phase for the whole competition and goes from March through to September. Finals are played from late August to mid September (with games finished by the September school holidays).

ON GAME DAY:

Ensure you take the team bag to each game. In your bag you should keep a player contact list, first aid kit and the team VJBL ball (if the coach doesn't keep it).

Prior to the start of each game, you will need to pay the team sheet fee via Teampay. (Teampay information will be provided separately)

Grading and Championship Season Team Sheet Fees

Depending on how you decide to set up your Teampay, the team will share the weekly cost via the App or you will pay the team sheet as team 'Captain' and still collect a kitty.

Grading Phase 1

All pools - 60 minute schedule \$125

Grading Phase 2

Under 12 XX, AA (4 x 7 minute quarters - no shot clock) \$160

Under 14-18 XX, AA + 20's Pool 1,2 (4 x 8 minute quarters Shot Clock) \$160

All other pools 60 minute schedule \$125

Championship Season

VC Under 12 (4 x 7 minute quarters - no shot clock) \$160

VC Under 14 - 20 - (4 x 8 minute quarters - Shot clock) \$160

Victorian Junior League (VJL) all grades 60 minute schedule \$125

TEAM MANAGER GAME DAY:

If you will run a kitty, we suggest you collect \$50 from each player to start a team kitty and make the team sheet payments via the Teampay App from the kitty. You will then need to collect another kitty contribution to get the team through Grading Phase 2.

Head Coaches, Assistant Coaches and Team Managers must sign the Officials Sign-In Sheet at each venue (this is a VJBL requirement). Please ensure all team officials have signed the sheet as failure to do so will result in a fine. The club will cover the first fine, but anything after that will be passed onto the team.



SCORING:

Scoring is via PlayHQ. Make sure players are marked off and their singlet numbers are correct prior to the start of the game. *(Do not enter the coach's name)

Two Blackburn scorers are required for each game – one is a scorer and the other a spotter (or shot clock operator where required). Home teams will do the scoreboard and the away team will score on the iPad. Please provide families with a scoring roster at the start of the season (A scoring roster template is attached separately). If changes are required, families can arrange swaps themselves and let you know. It is a good idea to pair up a competent scorer, with a new/less experienced scorer, especially at the start of the season, if you can.

As you are required to sit on the bench with the team for games, do not include your family in the scoring roster. Your commitment for the season is a considerable one, so the other families can cover the scoring.

Scoring instructions can be found here:

<https://support.playhq.com/hc/en-au/articles/900003258386-Electronic-scoring-guide>

MEDICAL CERTIFICATES:

During Grading phases, injured players must have their medical certificates emailed by the Association contact to the VJBL Administration for game qualification by close of business on the Monday before any Crossover game.

During Championship season, players injured prior to the 1st of July must have their medical certificates emailed into the VJBL Administration for game qualification before the 1st July by the Association contact for game qualification. Any player diagnosed with an injury after the 1st July (except last 2 rounds) will have 14 days from diagnosis to produce a doctor's certificate to the VJBL Administration via email by the VJBL contact. A medical certificate submitted to cover either or both of the last two rounds for the season must be received by VJBL Administration by close of business on the Monday following the last game.

Team Managers should advise their Association contact of any injuries in the team so they can ensure medical certificates are sent through to the VJBL. See Rules of Operation for full details

Further information about Medical Certificates can be found in the VJBL Team Managers Handbook 23-24.

Please note, if these timelines are not met, players will not be given permission to play.

VJBL EMERGENCY CONTACT

If you have any queries or issues on a Friday night after 4pm, contact the VJBL Friday night emergency phone 0430 541 847 to avoid any unnecessary fines.